

Middletown Public Library Board of Trustees

Minutes of Meeting – May 20, 2014

Middletown Public Library

700 West Main Road

Middletown, Rhode Island

Members Present: Steve Arendt, Chair; Ellrony Williams; Lucie-Anne Dionne-Thomas; Sally Gauch; Ernest Gibbons; Susan Hester

Others Present: Theresa Coish, Library Director; Sue Connor; Candise Pruitt; Barbara VonVillas, Town Council liaison to the library.

Members Absent: None

--Meeting called to order at 6:10 P.M. by Steve Arendt, Chair.

Disposition of Minutes:

--Minutes of April 15, 2014 meeting reviewed. Motion to accept: Gauch Second: Williams. Unanimously carried.

Correspondence received: Maker Camp will be conducted in three locations this summer to introduce children, ages 8 to 12 years old, to computer design. Anticipate it will later be opened to all ages and the effort is intended to be family-oriented.

Get well soon card: 2 of them; one from board and one purchased by Tree Commission for signature by all parties who worked with Paul LaMond. Letter drafted by Theresa was circulated for review and unanimously endorsed without changes.

Middletown Police Chief thanked Theresa for speaking at a public (CALEA) meeting.

Thanks from the Gibbons family for condolence remembrance in memory of library board member, Ernest Gibbons's, spouse.

Thanks from visual arts teachers at Middletown schools to Theresa Coish and Rosemary Day for allowing display of student art work at the library.

M.L. King Jr. Food Pantry sent thanks for 458 lbs. of non-perishable food items for March and April of 2014.

Director's progress and financial reports on the library: Theresa Coish orally reviewed information provided in her Director's Report. Possible Wickford-type art fair is being considered...water colorists would create art and there may be some sculptures; writers would pen words inspired by the art.

Anticipated surplus of about \$10K on money managed by the library.

**Motion to accept Director's Report: Gauch Second: Dionne-Thomas
Unanimously carried.**

Committee reports:

--Budget Committee: Presentation was made to town council. Appeared well-received. Looks like Town Council will accept budget as presented.

--Contract Negotiations: No report.

--Director's Evaluation: Sally Gauch prepared 4 page questionnaire for employees. The Director's Evaluation needs to be completed by 30 June.

--Friends: Silent auction for collectible/rare books over Memorial Day weekend is planned. Meeting 5/21/14 will discuss letter of agreement regarding use of the library by the Friends. The Town Solicitor had not provided a response/review of the proposed agreement as of the date of the May library board meeting. Friends wish to add something to giving tree in appreciation to Paul LaMond. Trying to see if there might be a bird plate to add to tree since Paul loves birds. On agenda for Wed. 5/21: Nancy Corkery has resigned from serving as Friends's Program Director due to illness. Jean McCormick has volunteered to take over this position. Theresa reports that the book store has been

doing well and the Friends have been very generous to the library.

--Policy Review: No report at this time.

Unfinished Business: Friends of the Library: letter of agreement for use of building space for Friends Bookstore. No action to be taken until the town solicitor reviews the matter and responds to the board.

Issues: library currently assigns space for Friends's Bookstore. If there's a contract, then the 2 parties need to have authority to enter such a transaction. Some questions include:

- Would Town Council feel comfortable signing because property belongs to DoD and town can use only for welfare of community? It could be there is no authority for library and/or town of Middletown to enter into assigning someone space.**
- Friends is a 501(c) (3) organization which may take the entity out of even the potential of coverage by the town.**
- To the best of the board's ability, the board would like to include the Friends in any plans for future construction but the ultimate decision on this is outside the board's hands.**

The matter of this agreement will be placed again on the agenda under "unfinished business" for the June 17, 2014 meeting,

New Business—Mr. LaMond's resignation from the board is official. With his resignation as chair, the vice chair assumes the position of

chair and will remain in that position until the completion of the term, i.e. September of 2015. Recourse is that we can change the by-laws. Absent a change in the by-laws, the Secretary would fill in as chair in absence of chair and vice chair until the completion of the term. All were in agreement that there is a need to appoint a new member to the board to insure quorum at meetings.

--use of FY 14 operating budget surplus: use whatever funds are leftover at end of year would be put in an unfunded pension liability. Definition of "funds left over" would be those funds left after all needs are taken care of before the end of the fiscal year. Wiser to make sure to spend money and whether we would like to spend money differently...not just unfunded pension liability. One potential for spending would be to upgrade WiFi and this would involve 3 components at about \$700 each. This upgrade does not require board approval.

Barring exigent circumstances, remainder of FY14 expenditures will be allocated to unfunded pension liability.

Motion made: Gauch Second: Hester Unanimously accepted.

Public presentation to or discussion with the Board: Union requested to place as agenda item circumstances regarding appointment/hiring of circulation assistant. A paper document was presented by the union to the board chair. The current candidate is not able to work 20 hours per week until after 25 June 14. The union would like assurance that by July 1, 2014, the candidate would work 20 or more hours per

week. The issue is proposed for inclusion as part of an executive session at the June 17, 2014 meeting. Results arrived at during the executive session may then be addressed in open session. In sum, the issue will be included as an agenda item for June meeting.

Announcements:

--The next regularly scheduled Board meeting will take place on Tuesday, June 17, 2014 at 6:00 P.M., at the Library.

**--Motion to adjourn: Dionne-Thomas Second: Gauch
Unanimously carried**

Meeting adjourned at 7:40 P.M.

Respectfully submitted,

/s/

Lucie-Anne Dionne-Thomas

Secretary